

**UNITED STATES BANKRUPTCY COURT
DISTRICT OF NEW HAMPSHIRE
NORRIS COTTON FEDERAL BUILDING
275 CHESTNUT STREET
MANCHESTER, NH 03101
(603) 222-2600**

CM/ECF HARDWARE AND SOFTWARE REQUIREMENTS

In order to use the Court's CM/ECF system, you will need the following computer hardware, software, and accounts:

- g** Personal computer running a standard platform (e.g., Windows 95, 98, 2000, NT, Macintosh)
- g** Word processing software for creating pleadings (e.g., Corel WordPerfect, Microsoft Word)
- g** Bankruptcy forms software for preparing petitions (optional but recommended)
- g** Adobe Acrobat 4.0 (or higher), which includes both the Acrobat Reader for reading documents in portable document format (pdf) and Acrobat PDF Writer/Distiller for converting documents into portable document format (pdf)
- g** Internet Service Provider for accessing the Internet, using Netscape Navigator 4.7 (or higher) or Internet Explorer 5.x, and for sending and receiving e-mail
- g** PACER account with PACER login and password
- g** Document scanner and optical character reader (ocr) software that converts to portable document format (pdf)

You will also need the following skills:

- g** Ability to access the Internet and specifically the Court's CM/ECF system
- g** Ability to perform the following functions using an Internet browser:
 - T** Use the Forward and Back buttons
 - T** Set up bookmarks
 - T** Click on check boxes using a mouse
 - T** Type in text boxes
 - T** Download files
 - T** Print documents
 - T** Set home page addresses
 - T** Use hyperlinks
 - T** Attach a file within a web browser
- g** Ability to read a document in portable document format (pdf) using Adobe Acrobat Reader
- g** Ability to convert a word processing document into portable document format (pdf) using Adobe Acrobat Writer (requires the full Adobe Acrobat program)
- g** Ability to scan a document into portable document format (pdf)
- g** Ability to utilize an Internet e-mail system to send and receive messages from outside of your office
- g** Ability to attach files to an e-mail message